

RFQ # 13-007-05
REQUEST FOR QUALIFICATIONS
GREENPRINT CONSORTIUM WORKING GROUP STAFF
FOR
SHELBY COUNTY, TENNESSEE AND SURROUNDING AREAS

Shelby County Government, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of nonprofit organizations to provide professional services as staff to the eight working groups of the Mid-South Regional Greenprint Consortium. Shelby County is issuing this Request for Qualifications (RFQ) to solicit written proposals from local, nonprofit organizations who are interested in providing such services. Based on an evaluation of responses to this RFQ, an organization will be selected for each of the eight working groups and invited to participate in further discussions and negotiation of a contract agreement for the requested services.

GENERAL INFORMATION:

Shelby County Government was awarded the HUD Sustainable Communities Regional Planning Grant to develop the Mid-South Regional Greenprint and Sustainability Plan. The Mid-South Regional Greenprint & Sustainability Plan will establish a unified vision for a region-wide network of greenspace areas including parks, greenways, byways, blueways, conservation lands, natural areas, wildlife management areas, open space areas, and other similar spaces. This network of greenspaces enhances regional sustainability by addressing recreation, housing and land use, resource conservation, environmental protection, accessibility, community health and wellness, transportation alternatives, economic development, and neighborhood engagement.

The study area for this project is defined as the boundaries of the Memphis Metropolitan Planning Organization (MPO) and West Memphis (Arkansas) MPO. These two MPOs include all of Shelby County, TN, and the cities of Arlington, Bartlett, Collierville, Germantown, Lakeland, Memphis, and Millington; northern DeSoto County, MS, including the cities of Hernando, Horn Lake, Olive Branch, Southaven, and Walls; eastern Crittenden County, AR, including the cities of West Memphis, Marion and Sunset; and western Fayette County, including the cities of Piperton, Gallaway and Braden. Organizations selected to provide services described herein must be located in the project study area.

The planning process will be driven by the Mid-South Regional Greenprint Consortium ("Consortium"), made up of roughly 50-70 groups throughout the region, including greenways organizations, businesses, local and state government agencies and citizens. The Consortium will be led by an Executive Committee (EC) of roughly 25 members, which will act as a decision-making and implementing agency for the planning process. The EC will include equitable participation from each state (AR, MS, TN) and will be staffed by the Memphis and Shelby County Office of Sustainability.

There will be eight working groups that will support the EC. They are: Housing/Neighborhood Land Use, Community Health/Wellness, Alternative Transportation & Fuels, Parks and

Greenways Planning, Resource Conservation & Environmental Protection, Workforce Development & Regional Employment, Social Equity, Data/Mapping and Evaluation. Each working group will be staffed by local, nonprofit, community-based organization funded through the grant. Upon selection of working group staff, contracted organizations will be required to enter into a Consortium Agreement to join the Mid-South Regional Greenprint Consortium and expected to attend bimonthly Consortium meetings.

SCOPE OF SERVICES:

The selected organizations will serve as staff to one of the eight working groups of the Consortium through the life of the grant (until January 31, 2015). All eight working groups will be staffed by eight, distinct organizations through this process. The organizations procured will provide the following services:

1. Organize monthly meetings of the working group, take meeting minutes, and submit bimonthly reports of working group activities to the Memphis and Shelby County Office of Sustainability;
2. Lead the development of a working group plan describing goals, deliverables, and metrics of the group process and group contribution to Consortium planning activities (to be completed in the first two months);
3. Align working group goals and activities with responsibilities detailed in the Greenprint Project Work plan (see general working group descriptions below);
4. Present updates on activities and recommendations from the working group at Consortium meetings;
5. Recruit individuals and organizations from the community to join the working group and Consortium, with the assistance of the contractor selected to conduct capacity building and community engagement;
6. Lead working group discussion of existing activities and conditions, known challenges and opportunities, and best practices;
7. Focus discussions, alternatives, and recommendations on how a regional network of greenways and open spaces can support and enhance the working group topical area;
8. Research and develop recommendations and policies to be included in the Greenprint plan, as well as opportunities and needs for sub planning; and
9. Lead working group support of sub planning activities, as applicable, to enhance the development of sub plans and incorporate sub plans into the final planning document.

Working groups will support the development of the Mid-South Regional Greenprint and Sustainability Plan by addressing the issues described below for each group:

Housing/Neighborhood Land Use: Work with public, private, and non-profit housing developers in the region, including Community Development Corporations (CDCs), to thoroughly assess existing plans, policies and projects, and determine the housing needs, opportunities and challenges, including impediments to fair housing choices, affordability, and accessibility; lead the completion of the Fair Housing Equity Assessment (FHEA); consider access, available connections, and distances from housing and neighborhoods across the region to nearby greenways and open spaces.

Community Health/Wellness: Conduct a Greenways Health Impact Study for the Greenprint Plan, relative to health conditions and improvements, access to fresh and affordable food, recreation and exercise opportunities, needs of the aging population and persons with disability; consider how to integrate the recommendations and findings of the Greenways Health Impact Study into the final Regional Greenprint and Sustainability Plan, including outcomes of increased awareness and participation in the use of greenways.

Alternative Transportation & Fuels: Analyze existing conditions related to regional accessibility, infrastructure conditions, and impact on environment; consider alternative fuel sources, improving sustainable agricultural practices, and developing bio-fuels; identify strategies to support investments in the existing system that increase transportation choices including street, highway, mass transit, bicycle and pedestrian infrastructure; conduct a Bus Transit to Workplace Study that surveys businesses in major employment centers regarding employee transportation patterns and provides an analysis of how Memphis Area Transit Authority (MATA) can adjust their services to serve more citizens; consider how greenways connect to pedestrian and bicycle routes and bus transit routes across the region in order to improve access to employment, housing, and goods and services.

Parks and Greenways Planning: Inform the Greenprint Plan process to develop strategies to unite communities and link greenways and other open spaces throughout the region; ensure greenways are integral to broader regional planning for transportation, housing, access to jobs, quality of life, and health; consider how greenways, open spaces, and pedestrian and bicycle routes link across jurisdictional boundaries to provide seamless regional connections.

Resource Conservation & Environmental Protection: Analyze existing water infrastructure, environmental issues, and air quality issues; consider the environmental and energy related impacts of housing, community and economic development, and consumption of natural resources; consider how a regional greenprint can improve storm water management, improve water and air quality, restore natural habitats, tree canopy, and wetlands, and preserve undeveloped land, agricultural land, and environmentally sensitive land.

Workforce Development & Regional Employment: Assess existing employment centers and how activities like greenways, transit, transportation infrastructure and housing are supporting or hindering access to employment; evaluate job-related education systems, opportunities and deficiencies; review and comment on the region's new "green" jobs plan; evaluate underutilized commercial and industrial space for redevelopment potential and contribution to job growth.

Social Equity: Ensure outreach and engagement activities reach minorities, disabled persons, elderly persons, Limited English Proficient persons, and other under-represented populations; provide perspective on environmental justice and NIMBY issues; through the assistance of a consultant, conduct engagement and capacity building and build minority recreational use; focus on increasing participation in the regional planning process, particularly with respect to engagement of low-income communities, minority populations, and communities who are typically underrepresented in regional planning.

Data/Mapping and Evaluation: Establish procedures and processes for measuring the project's efforts to increase sustainability and livability; with the assistance of a GIS consultant and qualified evaluator, develop GIS layers to support the Greenprint report and final plan, create an online mapping service for the public to use, and analyze outcome data and measure project or policy impacts.

Each working group will require an organization with proven expertise in planning, community engagement, and plan implementation combined with an ability to effectively communicate ideas and recommendations, lead discussion and achieve consensus of action and approach within groups, which may at times have multiple or differing objectives, priorities or opinions.

Proposers should note that the Scope of Services identified herein is considered an advanced draft and may be modified after selection of working group staffs based upon changing circumstances and/or negotiations with the proposing organizations.

Proposals:

Interested organizations should submit a Letter of Interest and Statement of Qualifications including, but not limited to, the following:

- Organization name, address, and telephone number.
- Point of contact: name and telephone number.
- Preference of working group(s) to staff
- Mission and overview of organization.
- Proof of 501(c)(3) nonprofit status.
- Summary of suggested approach to meet the objectives for the project as described in the Scope of Services section.
- Past experience specific to the issues and problems applicable to the planning and organization of stakeholder working groups or committees.
- Overview of organizational team including clear statements of expertise in projects of this nature.
- Qualifications of staff.
- Demonstrated ability to meet schedules without compromising sound planning practices.
- At least three (3) references.
- Inclusion of a fee is not required. Organizations selected to serve as working group staff will be paid \$20,000 per 12 months of service under the grant. The grant ends January 31, 2015.
- Responses should be no more than ten (10) pages.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

Respondents requesting additional information or clarification are to contact Nelson Fowler in writing at nelson.fowler@shelbycountyttn.gov or at the address listed above. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be by 12:00 P.M., Friday, August 31, 2012(CST).***

All written questions submitted by the deadline indicated above will be answered and posted on the County's website at www.shelbycountyttn.gov within forty eight (48) hours of the above cut-off date.

The following guidelines for communication; have been established to ensure a fair and equitable process for all respondents:

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County regarding this Request for Qualifications may disqualify your company from further consideration.

LIVING WAGE ORDINANCE AND PREVAILING WAGE ORDINANCE

Living Wage - In accordance with Ordinance Number 328, commonly referred to as the Living Wage Ordinance, all persons/entities engaged in service contracts with the County, including but not limited to both prime and subcontractors, shall pay a Living Wage to employees for all work performed on said service contract, as defined in the Living Wage Ordinance. Proof of such compensation must be evidenced as required in the Living Wage Ordinance.

Prevailing Wage – Any firm, individual, partnership or corporation awarded a contract by the COUNTY for the construction of, improvement, enlargement, alteration or replacement of a public work or project in excess of \$500,000 and any subcontractors of such public work or project in excess of \$100,000 (“Recipient”) shall be required to pay local prevailing wages and benefits for laborers, mechanics, or other listed classifications as defined by the Tennessee Department of Labor. The prevailing wage rate shall be the most current State of Tennessee prevailing wage established by the Tennessee Department of Labor For Region 1 (Shelby County). The benefit rates shall be the most current rates described in the published schedule by the Memphis and West Tennessee County Code of Ordinances. The applicable rate shall be determined at the time that the project is awarded. In instances where Prevailing wage applies, Prevailing Wage will override the Living Wage requirement.

Non-discrimination and Title VI

The contractor hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

Any recipient entity shall be subject to the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and regulations promulgated pursuant thereto. It shall develop a Title VI implementation plan with participation by protected beneficiaries as may be required by such law or regulations. To the extent applicable, such plan shall include Title VI implementation plans sub-recipients of federal funds through the entity. The contractor shall produce the plan upon request of Shelby County Government. Failure to provide same shall constitute a material breach of contract.

Disclosure of Proposal Contents

Provider understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All proposals and other materials submitted become the property of Shelby County Government. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and before the time of a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Submitting Proposal

Firms may request consideration by submitting an original, two copies, and a CD containing a letter of interest and statement of qualifications to Mr. Nelson Fowler, Manager A, Purchasing Department, Shelby County Government, 160 North Main Street, Suite 550, Memphis, TN 38103.

All qualifications must be received by Mr. Fowler's office on or before 4:00 PM (Central Time) Friday, September 7, 2012.

Evaluation Process

Submittals will be reviewed by a Review Committee that will identify the most qualified proposers. At the discretion of the Review committee, selected consultants may be interviewed to determine the most qualified firm or firms.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex

and creed or national origin. Interested certified LOSB firms, Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

